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SECURITY INFORMATION

27 December 1951

25X1A

MEMORANDUM FOR: [REDACTED]

SUBJECT: Additional T/O Slot [REDACTED]

25X1A2d1

1. It is requested that an additional slot be provided for one Clerk Stenographer, GS-5, for the [REDACTED] headquarters office [REDACTED]. In view of the fact that there are four executives and only one secretary (who actually functions as a kind of office manager), the services of a stenographer are urgently needed. There is a large amount of correspondence incident to the conduct of this enterprise, and one secretary cannot handle the volume of mail, filing, dictation, preparation of letters and miscellaneous office duties.

25X1A2d1

25X1A6a

2. A long-time headquarters employee who has been on LWOP for two months will be available for duty [REDACTED] in early January 1952. Therefore we would appreciate approval of this slot at the earliest possible time.

25X1A6a



25X1A9a

JOB NO. [REDACTED] BOX NO. [REDACTED] FLD NO. [REDACTED] DOC. NO. 16 NO CHANGE  
IN CLASS/ DECLASS/ CLASS CHANGED TO: TS S (C) RET. INST. 22  
NEXT REV DATE 8/14/79 REV DATE 8/14/79 REVIEWERS 1245 TYPE DOC. 02  
NO. PGS. 1 CREATION DATE [REDACTED] ORG COMP 40 OF 32 ORG CLASS 5  
REV CLASS C REV COORD. [REDACTED] AUTH: HR 70-3

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*Approved*